

**CONFIDENTIAL**

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81-0232/1

9 FEB 1981

MEMORANDUM FOR: Director of Communications  
 FROM : William N. Hart  
           Acting Deputy Director for Administration  
 SUBJECT : Suggestion and Achievement Awards Performance --  
           Fiscal Year 1980

1. I am pleased to note that the Office of Communications accomplished an excellent record during the past Fiscal Year in the Suggestion and Achievement Awards Program. You had 13 employees earn Special Achievement and Exceptional Accomplishment Awards totaling \$12,250, the highest in the Directorate. In addition, 23 employees earned Suggestion Awards totaling \$7,340.

2. During Fiscal Year 1980, Agency employees initiated 475 eligible suggestions, and 122 adopted suggestions earned awards amounting to \$33,210. The Special Achievement and Exceptional Accomplishment Awards amounted to \$215,050, a new record and a 96% increase over Fiscal Year 1979 total of \$109,828. This also represents 83% of the total cash awards paid in the Suggestion and Achievement Awards Program.

3. I am sure that your outstanding performance is due to your active encouragement of the Program. Your Office of Communications Coordinators [redacted] were very instrumental in guiding OC officers in developing well researched, written, and expedited evaluations and recommendations that facilitated bringing them to a successful conclusion. 25)

4. Congratulations to you and your personnel. I urge you to continue to seek and encourage the development of new ideas and achievements to facilitate accomplishments of our mission.

7s7 William N. Hart

William N. Hart

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